



JOINT READINESS TRAINING CENTER AND FORT POLK
CIVILIAN PERSONNEL ADVISORY CENTER
FORT POLK, LOUISIANA 71459-5341



"A Return to Prominence – One Satisfied Customer at a Time"

CPAC INFORMATION BULLETIN
NUMBER 93

May 2007

NSPS INFORMATION UPDATE

Transition Successful

On 15 Apr 07, Fort Polk non-bargaining unit employees of the Garrison, Operations Group, Army Contracting Agency (DOC) and DENTAC successfully transitioned to NSPS with few hick-ups. This month, the focus was on creating performance plans and conducting the initial conversations with the new NSPS employees. Most of the plans have been developed and entered into the automated system and conversations conducted. Supervisors and employees are to be commended for their efforts.

Court decision released on legal challenge to NSPS adverse actions, appeals and labor relations regulations

On May 18, 2007, the United States Court of Appeals for the District of Columbia Circuit released its [decision in AFGE vs. Gates](#) (formerly AFGE v. Rumsfeld) regarding the adverse actions, appeals, and labor relations portions of NSPS. The Court reversed the judgment of the District Court and upheld all aspects of the regulations in the appeal. One of the judges from the 3 member panel issued a dissenting opinion.

Some major highlights of the decision follow:

Labor Relations: The Court ruled that DoD was permitted by the NSPS statute to create a new labor relations system notwithstanding the requirements of 5 USC chapter 71. In particular, the Court noted that the NSPS statute grants DoD expansive authority to curtail collective bargaining through November 2009. After November 2009, however, the labor relations authority in the NSPS statute runs out,

and collective bargaining under chapter 71 will govern the Department's labor relations apart from certain statutory exceptions, such as the staffing and workforce shaping authorities provided in the NSPS statute.

Continuing Collaboration: The Court upheld the continuing collaboration process for NSPS implementing issuances.

National Security Labor Relations Board: The Court ruled that the plaintiffs have not shown that the National Security Labor Relations Board lacks independence for purposes of the NSPS statute and rejected the challenge to the regulation establishing the Board.

Adverse Actions and Appeals: These portions of the regulations were challenged as not meeting the "fair treatment" requirement of the NSPS statute. The Court ruled that the NSPS adverse actions and appeals regulations are not yet ripe for judicial review because they do not yet know how the Secretary may choose to apply these regulations in particular cases.

DoD is evaluating the ruling prior to making any decisions on the next steps.

FROM THE DESK OF THE CPAC DIRECTOR

ICE Kudos and Slams

Here we are again to share with you comments received from our "satisfied" customers and also our "not so satisfied" customers. As we did last time, we will start out with the good first.

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"KUDOS"

We received the following 2 comments from satisfied customers:

"...is an asset to this installation. She has consistently answered all questions in regards to my intentions for retirement and has advised me accordingly of my entire benefits at different intervals of the retirement processes and years. Thanks for keeping us informed."

"...has consistently responded to emails or phone calls expeditiously. Thanks for your assistance and your wealth of knowledge."

"ANONYMOUS SLAMS"

We received an "AWFUL" rating from a dissatisfied customer because of the timeliness of our service. Unfortunately the customer did not provide the details surrounding the situation that lead him/her to give this rating, so we can only answer in general terms.

We can assure this customer that we work very hard to delivery quality service in a timely manner. There may be times when unavoidable circumstances prevent us from delivering services in the timeframe desired by our customers, but we believe those occurrences to be few. If this customer will personally contact me, I will definitely check into the situation that gave rise to the complaint. We want all of our customers to be happy with the services we provide.

Remember, it is our goal to "return to prominence - one satisfied customer at a time." If at any time you are not happy with the services provided to you by any member of the CPAC family, just give me a call at 531-1840 and let's talk about it.

*Until next time...
Donald Mallet*



"Return to prominence – one satisfied customer at a time."



Heaven forbid if something should happen to you while you are at work! What if you were to fall down the stairs becoming

*unconscious, get hit by a car, or, maybe, have a heart attack? Who would we get in touch with? To assist us in contacting your next of kin as soon as possible, it is **VERY IMPORTANT** that you register and complete all information in our Emergency Contact Database...your life may depend on it!*

The Army developed an automated emergency contact data base system as a result of the lessons learned from the September 11th terrorist attacks. All Appropriated and Non-Appropriated fund civilian employees are reminded and strongly encouraged to enter their emergency contact information. Instructions are listed below and can, also, be found on the Army website, at <http://cpol.army.mil/library/emergency/contacts/>. Registration and updates should be completed within 60 days.

The emergency data you provide will be stored and made available to only those authorized individuals who will be directly involved in the actual process of notifying your emergency contact(s) and processing or assisting with the necessary documents in the event of injury or death of an employee.

A screen consisting of the necessary data elements is available for you to complete on the Army website, <https://cpsapp2.belvoir.army.mil/emercontact/default.asp>.

In order to gain access to the data base and enter your emergency contact information, you will first need to register as a "new user".

Your social security number is being used since it is the one account that distinguishes you as an employee without duplication. Please note that when entering your social security number, it will not be displayed on the screen. As you enter your social security number, it will be represented on the screen by asterisks (*).

The next screen will provide you with instructions to establish your password. After you have established your password, you will be able to proceed and enter your emergency contact data. Once you have successfully entered your emergency contact data, you can update and change the information as changes occur. You must enter your user id and password each time you wish to access your account to modify or update your existing data.

As a practical tip, if the primary emergency contact listed is not an immediate relative, it is important for you to inform your emergency contacts in advance about how to locate your next of kin and/or dependents.

Your cooperation is needed to enable us to promptly notify the emergency contact of your choosing. Failure to provide

this information could result in delay in the notification to your next of kin in the event of an emergency or death. Disclosure of your social security number is voluntary; however, failure to provide your social security number may delay the notification process. You'll be asked to review your emergency contact data on an annual basis and help keep the information current.

If you do not have access to a personal computer or the internet, you should contact your first line supervisor.

You should also consider updating designation of beneficiary forms if you believe the information is out of date.

\$\$ PAY CORNER \$\$



Control Your Pay With myPay!

*Click on the MyPay Key above to be linked to
the MyPay System
Or*

*Type into you're your browser
<http://www.mypay.dfas.mil>*

TAX COMPLIANCE

As a federal employee you have a responsibility to help promote public confidence in our government by performing as a model taxpayer. As public servants and wardens of taxpayer dollars, you should have a strong appreciation for the importance of complying with tax laws and rules.

The Honorable Mark W. Everson, Commissioner of the Internal Revenue Service (IRS), has reported that while the rate of compliance among federal employees continues to be better than the general public, the delinquency rate for the Department's civilian employees was higher than the rest of the Federal Government.

The IRS is standing ready to help employees needing assistance in meeting their tax obligations. You can contact the IRS office at 1-800-829-1040 to have any questions answered concerning filing a return or resolving a balance owed. Additional information, forms, and publications can also be found on the IRS website at www.irs.gov.

TSP CORNER

WHAT'S NEW?

Employee Contributions — Beginning in 2006, there are no longer any percentage limits on employee contributions to the TSP. TSP contributions will be limited only by the restrictions imposed by the [Internal Revenue Code](#).

Elective Deferral Limit (I.R.C. Section 402(g)) — The elective deferral limit for 2007 is \$15,500. The limit for 2006 was \$15,000. See the Fact Sheet "[Annual Limit on Elective Deferrals](#)."

I.R.C. Section 415(c) Limit — The limit for 2007 is 45,000. The limit for 2006 was \$44,000.

Catch-up Contributions — The limit on catch-up contributions for 2007 is \$5,000. It remains the same as the 2006 limit. If you are at least age 50 (or will become age 50 during the calendar year) and if you have made or will make the maximum amount of employee contributions for the calendar year (e.g., \$15,500 in 2007), you may also make catch-up contributions to your TSP account. See the Fact Sheet "[Catch-up Contributions](#)."

Participant statements are on-line in [Account Access](#) on this Web site. Click on [Your TSP Participant Statement](#) for more information.

Loan interest rate for new loans is 4.625%.

Annuity interest rate index: 5.125% for annuities purchased in April and May 2007. [Click here](#) for historical annuity interest rates.

Your account balance is updated each business day. To access your account, you will need your Social Security number and Personal Identification Number (PIN). If you do not know your PIN, you can request a new one from the [Account Access](#) section of this site or from the [ThriftLine](#).

Civilian TSP participants who are members of the Ready Reserve — If you are a civilian TSP participant with an outstanding TSP loan and are placed in non-pay status to perform military service, make sure your agency provides the TSP with documentation to certify your status and suspend loan payments. The Internal Revenue Code allows the TSP to suspend loan payments for all participants placed in non-pay status for up to one year of non-pay. However, participants placed in non-pay status to perform military service for more than one year are authorized suspension of loan payments for the entire period of military service. For more information, see the Fact Sheet [Effect of Nonpay Status on TSP Participation](#).

TSP RATES OF RETURN

Rates of Return were updated on May 1, 2007

(Figures in parenthesis indicate a negative return)

	G Fund	F Fund	C Fund	S Fund	I Fund
April 2007	0.42%	0.53%	4.43%	2.51%	3.76%
Last 12 Months	5.03%	7.37%	15.23%	11.67%	18.99%

(5/1/2006-4/30/2007)

*The G, F, C, S, and I Fund returns for the last 12 months assume unchanging balances (time-weighting) from month to month, and assume that earnings are compounded on a monthly basis.

	L 2040	L 2030	L 2020	L 2010	L Income
April 2007	3.28%	2.95%	2.58%	1.76%	1.08%
Last 12 Months	14.27%	13.11%	12.04%	9.63%	7.30%

(5/1/2006-4/30/2007)

*The monthly G, F, C, S, and I fund returns represent the change in their respective share prices for the month. The changes in share prices reflect net earnings after accrued TSP administrative expenses have been deducted. The F, C, S, and I fund share prices also reflect the deduction of trading costs and accrued investment management fees.

The TSP is a retirement savings plan for civilian federal employees. The monthly G, F, C, S, and I Fund returns represent the actual total rates used to allocate monthly earnings to participant accounts. Allocations are usually completed by the fourth business day of the month. The returns are shown after deduction of accrued TSP administrative expenses. The F, C, S, and I Fund returns also reflect the deduction of trading costs and accrued investment management fees.

The TSP performance history for the past 12 months can be accessed through the following link:

http://www.tsp.gov/curinfo/annuity_history.html

Rollovers and Transfers into the TSP**Can I transfer or roll over money from an existing retirement plan to the TSP?**

Yes. Whether you are an active or separated Federal employee you can transfer or roll over money from a **traditional IRA or an eligible employer plan** into your *existing* TSP account. If you are separated from service, you can transfer money into your TSP account unless you have already made a full withdrawal of your account or are receiving monthly payments.

The TSP can accept funds that were distributed from a traditional IRA or an eligible employer plan (or its

designated financial institution). The money that you are transferring or rolling over must be considered an "eligible distribution" under the Internal Revenue Code. If you are considering a transfer, you should check with the administrator of the plan from which you wish to transfer the money (or your tax advisor) to ensure that the funds are eligible for transfer or rollover.

Note: The TSP can only accept transfers that consist of **before-tax money**. The money will be subject to income tax when it is eventually paid to you from your TSP account.

How do I transfer money into my TSP account?

There are two methods for transferring money into your TSP account from a traditional IRA or eligible employer plan. **If you have not received the money** from your former plan, but wish to have the IRA or plan transfer money directly to the TSP (also referred to as a "direct rollover"), you must complete Form TSP-60, Request for a Transfer Into the TSP, and certify that the distribution is eligible for transfer to the TSP. After you complete the form, give it to the administrator of the IRA or plan so that the IRA or plan can certify that your distribution is from a traditional IRA or an eligible employer plan. Your former plan can then send the completed Form TSP-60 and the funds to the TSP Service Office. In this situation, the money is transferred to the TSP before taxes are withheld.

If you receive the money from your former plan before you decide to transfer it into the TSP, you will have 60 days to roll over the funds, beginning on the date you receive the funds. After that, the distribution will not be eligible for rollover. You may roll over all or part of the distribution. However, because your former plan should have withheld the appropriate amount of taxes when it sent you the distribution, **you will have to make up the difference from your own funds** if you want to roll over the entire amount.

To roll over the distribution you received into the TSP, you must complete Form TSP-60. You must specify the date on which you received the distribution from your former IRA or plan and you must certify that the distribution meets the requirements to be eligible for transfer to the TSP. The trustee or administrator of your former IRA or plan certifies on the form that the funds were distributed from an eligible retirement plan. *You* must then submit the form to the TSP along with a personal check or money order. Checks or money orders must be made payable to the Thrift Savings Plan for the entire amount you are rolling over. The TSP must receive the form and the check within 60 days of the date you received the funds.

Whether you or your IRA or plan sends a check or money order to the TSP, the check, money order, or any other attached document must include your Social Security number to ensure that the funds can be credited to the proper account. If the account cannot be identified, the check or money order will be returned to the sender.

What happens to my transfer or rollover when it is deposited into the TSP?

Once the TSP receives a properly completed Form TSP-60 and your check or money order, the funds will be invested in your account according to your most recent contribution allocation. If you haven't made a contribution allocation, the funds will be invested in the G Fund.

These funds will be treated as employee contributions, but they will not be subject to the IRS annual elective deferral limit. Once the money is deposited in your account, it will be available for the same purposes as the rest of your employee contributions. It will *not* be segregated from the rest of the money in your account, and any elections (e.g., interfund transfers, withdrawals) you make will apply to your entire account balance, including the transferred money.

In addition, these funds will be subject to the same rules and regulations as any other employee contributions to the TSP. For example, spouses' rights affect all the money in your account, including money that was transferred or rolled over from an IRA or plan. The money can also be subject to a court order against your account.



Thinking about Retirement?

The decision to retire is one of importance and excitement. ABC-C has published a **Guide to Retirement** with an abundance of excellent information that will assist in making your transition into retirement a smooth one. The Guide can be located at the ABC-C website <https://www.abc.army.mil/Information/ABCRetirement/Information/RetirementGuide.doc>

HOLIDAY/LIBERAL LEAVE SCHEDULE FOR 2007

Holiday	Date Designated	Training/ Liberal Leave
New Year's Day	01 Jan 2007	02 Jan 2007
MLK's B-Day	15 Jan 2007	Non Designated
President's Birthday	19 Feb 2007	Non Designated
Memorial Day	28 May 2007	29 May 2007
Independence Day	04 Jul 2007	Non Designated
Labor Day	03 Sep 2007	04 Sep 2007
Columbus Day	08 Oct 2007	*Pending
Veterans' Day	12 Nov 2007	*Pending
Thanksgiving Day	22 Nov 2007	*Pending
Christmas Day	25 Dec 2007	*Pending

LEAVE TRANSFER PROGRAM

Would you like to assist a co-worker who is in need of annual leave? Then consider donating annual leave to employees enrolled in the Voluntary Leave Transfer Program. To donate leave, submit a "Leave Transfer Authorization" FP Form 25, to the CPAC at Bldg. 412. We are currently accepting leave donations for the following:

***Hurricane Katrina victims CPB 21-05**
(For more info regarding Katrina ELTP please refer to the link below and click on CPB 21-05 dated 2 Dec 2005): <http://www.jrtc-polk.army.mil/cpac/CPB2005.htm>

If you have any questions regarding leave transfer contact an HR Advisor at the CPAC.

MANDATORY TRAINING



Mandatory Training for June FY 07 will be conducted on the dates below. Employees and their supervisors have the opportunity to choose between two dates to attend the training. Two training dates should help to alleviate the workload problems that we now face when scheduling our employees to attend this training. **Seats will be filled on a first come first serve basis.** The classroom fills up quickly. **My recommendation is that you have your employees arrive NLT 0750 to ensure that they get a seat.** Everyone is required to attend this training.... Mark your calendar and plan to attend. The location of the training

classes will be at the new Library/Education Center, Bldg. 660, Rooms 221/223.

The training dates are:

7 June 2007

19 June 2007

NOTE: The Anti-Terrorism Level 1 Awareness Training is an included presentation in the Mandatory Training Day. This is the preferred method of training. As of March 2006 employees are no longer required to complete the training online. This decision was made because the online training is specifically designed for employees who will be traveling and is not the orientation they should receive for everyday application. Only employees who are experiencing extenuating circumstances "may" be allowed to complete the online version of the training. If you desire further info concerning this matter or have an employee who needs to take the online version please contact Tami Culbreath at 531-1856.

The schedule of training is as follows:

0800 - 0900 ALCOHOL AND DRUG ABUSE TRAINING
 0900 - 0915 BREAK
 0915 - 0945 SECURITY
 0945 - 1020 SAEDA
 1020 - 1035 BREAK
 1035 - 1115 DA ETHICS
 1115 - 1215 LUNCH
 1215 - 1345 EEO/POSH
 1345 - 1400 BREAK
 1400 - 1450 ENVIRONMENTAL
 1450 - 1500 BREAK
 1500 - 1630 AT LEVEL 1 AWARENESS TRAINING

If you have any questions regarding the above training schedule, please contact Tami Culbreath at 531-1856.

HUMAN RESOURCES (HR) FOR SUPERVISORS COURSE

The HR for Supervisors course was developed by the Civilian Human Resource Agency (CHRA) to train supervisors in their responsibilities for civilian human resources management. This course is offered on a quarterly basis by the Civilian Personnel Advisory Center (CPAC) Staff. Not only are new supervisors encouraged to attend, but this course is an excellent refresher for all supervisors. We encourage all supervisors "new" and "not so new" to attend this course. Remember "continuous learning" is the KEY to Success!

The course covers HR management legal and regulatory requirements, HR processes, HR services and HR automated tools designed to assist supervisors in requesting and tracking personnel actions.

HR for Supervisors is a 4.5 to 5 day course designed to teach civilian and military supervisors of appropriated

fund civilian employees about their responsibilities for Civilian Human Resource (CHR) management. The course includes the following modules:

- Overview of Army CHR (includes Merit System Principles and Prohibited Personnel Practices)
- Position Classification (includes an introduction to CHR automated tools such as CPOL Portal)
- Staffing
- Human Resources Development
- Management Employee Relations
- Labor Relations
- Civilians Supervising Military (when the class includes civilian supervisors who supervise military personnel)
- Federal Employee Compensation Act (FECA) Presentation
- Safety Presentation
- SJA Presentation
- EEO Presentation
- ASAP Presentation

The remaining dates that we will be conducting the course in FY 07 are as follows:

11-15 Jun 07

13-17 Aug 07

Supervisors who are interested in attending or those who may desire additional information should call the CPAC Training Office, Tami Culbreath, 531-1856.

SUPERVISORS - Did You Know...
the FY 08 Annual Training Needs Survey is on
its way!

Supervisors and managers have the responsibility to use available resources to train, and develop their employees to meet mission requirements. Training resources available are on-the-job (OJT), classroom, correspondence, online, and resident. Upon your assessment of your employees' training needs, you should identify the best resource to train them. The FY 08 Annual Training Needs Survey will be available for your input in mid to late April 2007. It is imperative that you provide "value added" data in the survey to ensure that positive training occurs in your organization. In the interim, your analysis of the major performance requirements (position description and tied to performance objectives), and related knowledge, skills, and abilities form the basis for effective future training needs. By completing a fair and accurate assessment of all of your training needs you will not only provide benefit to your employees' future performance, you will increase the effectiveness of your overall organization. Remember - individual performance = organizational success!

The FY 08 Annual Training Needs Survey will be delivered via email to all Directors/Activity Chiefs and Organization Activity Training Coordinators. Assistance in completing the survey will be provided by the CPAC, Training Office, Tami Culbreath, 531-1856.

Keep your eyes open - the survey is on its way!



If you have performed active military duty, including active duty for training, or periods of active duty that may have occurred during your civilian employment, and have not already made the Post 56 deposit, you should consider doing so at this time. An unpaid deposit may impact your retirement eligibility as well as your annuity.

If you are under the CSRS, information can be found at - <https://www.abc.army.mil/Information/ABCRetirement/Information/CSRSPost56.htm>.

If you are FERS, information can be found at - <https://www.abc.army.mil/Information/ABCRetirement/Information/FERSPost56.htm>.

You may also access CPB 07-07 (Retirement Deposits & Post-1956 Military Deposits-Fers) and CPC 08-07 (Retirement Deposits, Redeposits & Post-1956 Military Deposits-CSRS) at our CPAC web page <http://www.jrtc-polk.army.mil/cpac/CPB2007.htm>.

Army, It's Not Just a Job, It's a Top 10 Place to Work



The Partnership for Public Service and American University's Institute for the Study of Public Policy Implementation issued a rating of the best places to work in the Federal government for 2007. Army was in the top 10 for large agencies in 2007 as indicated at website <http://bestplacetowork.org/BPTW/rankings/>. Way to go, Army!

EMPLOYEE WELLNESS BJAC HEALTH AWARENESS

Allergies "15 Ways to Relief"

Patricia Taylor, RN
Health Promotion Program
Bayne-Jones Army Community

Allergy season is here. You can do something about the itching, sneezing, watery eyes, headache and tiredness caused by allergens. Respiratory allergies are caused by things you inhale, the most common being:

• Pollen • House dust • Animal dander • Mold

Keeping these irritants under control in your house involves both cleaning the indoor air and keeping the outdoor air out.

15 Tips for Keeping Your Life Allergy-Free

1. Keep your windows closed.
2. Install air conditioning or an air cleaner with a special HEPA filter.
3. Air-condition your car.
4. If your symptoms occur mainly during damp weather, ventilate your house to keep moisture down.
5. Buy a dehumidifier.
6. Use fungicides on humid areas such as bathroom and basement walls. A bleach solution of 3/4 cup per gallon works in most situations.
7. Keep pets outside. If that's not possible, keep pets out of your bedroom at all times.
8. Wear a face mask when vacuuming, sweeping or gardening, or hire someone to do these chores.
9. Avoid smoking and ask others not to smoke in your house.
10. Stay away from aerosol sprays, perfumes, room deodorizers, cleaning products and other substances that seem to worsen your symptoms.
11. Mattresses are prime sources of dust mites and other allergens. Encase your mattress and pillows in plastic, or get synthetic pillows and mattress pads that are washable and wash them frequently in hot water.
12. Get rid of carpets, rugs and heavy drapes. Use washable throw rugs and curtains.
13. Treat your allergies. There are new, effective treatments ranging from over-the-counter antihistamines to immunotherapy (allergy shots). **See your doctor for advice and treatment.**

14. Limit the time you spend outside during days with high amounts of pollen, dust, smoke or smog in the air.

15. Clean bathroom and kitchen surfaces often with bleach to reduce mold growth.

If you can't apply these suggestions to your whole house, apply as many of them as possible to your bedroom and keep that room sealed off from the rest of the house.

Call the Doctor If: symptoms get worse over time or if home treatments don't work; symptoms of a severe allergic reaction develop. These symptoms include:

- Wheezing or difficulty breathing.
- Swelling around the lips, tongue or face.
- Significant swelling around an insect bite.
- Skin rash, itching or hives.

Television Watching for Children

"Television designed to enhance cognitive development does so," said University of Massachusetts psychologist Daniel Anderson, referring to the well-studied preschool shows "Sesame Street" and "Blue's Clues." But, "other kinds of TV, or too much TV, may interfere with cognitive development," he warned. "Most immediately, we need to know the effects of very early media exposure." The American Academy of Pediatrics says children under 2 shouldn't watch TV at all, and that older kids should watch no more than two hours a day. Yet the Kaiser Family Foundation found in 2003 that two-thirds of children under 2 were watching TV an hour a day plus spending almost another hour on computer or video games. Almost half of 4- to 6-year-olds had TVs in their bedrooms. And after age 8, "screen time" — TV plus computers and other electronic media — soared to 6.5 hours a day, on average. There's little disagreement in the research that violent programs are bad for kids, leading to fear and aggressive behavior, and that TV in a kid's bedroom leads to sleep disorders. Here are a few suggestions to help you decide about TV and your toddler: No adult TV when youngsters are in the room. If you need to pop in a video for the under-2 set while you cook dinner, talk them through it. "Look, that's a ball, just like your ball." "Oh, see the kitty — what does a kitty say?" This may help their comprehension. Interactive play that encourages the use of imagination is always preferable to TV where possible. For a detailed report on TV and Children see: <http://www.msnbc.msn.com/id/12806594/>

Office of Workers' Compensation Program

OBTAINING MEDICAL TREATMENT

You have a right to choose your treating physician. You must notify your supervisor of your preferred choice prior to scheduling an appointment.

When an appointment with your preferred physician is requested for a traumatic injury, your supervisor may complete the front of Form CA-17, "Duty Status Report". In an emergency, where there is no time to complete the form, the ICPA office may authorize medical treatment by telephone and then forward Form CA-17 to the medical facility within 48 hours.

If you require medical treatment because of a work-related occupational illness, it is recommended that you obtain care directly from a physician, preferably from a specialist in the indicated field. If OWCP accepts the claim, medical treatment required by the condition(s) accepted, including treatment received before acceptance, may be reimbursed to you or your health insurance carrier by the OWCP after adjudication.

For each type of claim, you are responsible for submitting, or arranging for submittal of a medical report from the treating physician for every medical service provided to you resulting from the job-related injury. You must also submit medical evidence showing that the condition claimed is disabling when applying for wage loss benefits.

Medical reports from service providers must include the following:

- Dates of examination and treatment
- History given by you
- Physical findings
- Results of diagnostic tests
- Diagnosis
- A description of any other conditions found but not due to the claimed injury;
- Treatment provided or recommended for the claimed injury

- Physician's opinion, with medical reasons, as to causal relationship between the diagnosed condition(s) and the factors or conditions of the employment;
- Extent of disability affecting your ability to work due to the injury;
- Prognosis for recovery; and
- Work limitations

LIGHT DUTY AVAILABILITY

Employees who are disabled from their regular jobs are expected to return to suitable light duty identified by the supervisor, or the ICPA office. If light duty work is available and offered, you must notify your attending physician and request him/her to specify the limitations and restrictions that apply. Thereafter, immediately advise your supervisor or the ICPA office of the limitations and restrictions imposed by your physician.

If offered light duty work within the limitations and restrictions imposed by your attending physician, you are obligated to return to duty unless you are entitled to, and request leave under FMLA. If you choose not to accept the light duty job offer, you may not be entitled to COP, or wage loss compensation from the OWCP.

ARTICLES FOR BULLETIN

If you have any suggestions on topics or issues that you would like addressed in future bulletins, please submit them to one of the following:

1. Janette.Nolde@us.army.mil
2. Call 531-1847

Suggestions will be reviewed and addressed if at all possible.

//Original Signed//

DONALD R. MALLETT
Director, Civilian Personnel
Advisory Center